

USING THE CONFERENCE ROOM AT THE OFFUTT BASE LIBRARY

Past confusion has dictated the need for clarification on several items regarding the use of the Conference Room and Classroom at the Thomas S. Power Library.

1. The Library's conference room and classroom are for use by personnel affiliated with Offutt AFB, for military-related events. To differentiate: a Boy Scout troop sponsored by a military organization may use the room; someone running a business from their home who needs a location for a meeting may not.
2. Use of the rooms must be scheduled through Library staff, preferably in writing or via email. Occasionally the rooms are available for last-minute walk-in use, but it's wise to call first. Requests that include a need for library equipment such as the PC projector, or for training classes that require multiple PCs, must be coordinated at least one week in advance, if not sooner, to ensure compatibility. The library has wireless for internet access. If you need a wireless computer, contact the library at least one week in advance. **NOTE: We do not supply extension cords. Bring what you need with you, including your coffeepot.**
3. The rooms are available during the following hours:

Monday-Thursday:	0815-1915	NOTE: We are closed and/or have reduced hours on holidays and for the airshow. Check with us. If you want to start before 10am, call us to make arrangements.
Friday:	0815-1645	
Saturday:	0915-1545	
Sunday:	1200-1545	

A request for other than these hours (including starting before 0815) must be submitted in writing to and be approved by the Library Director at least one month in advance. It is unlikely to be granted, however, as Library staff must be present when attendees are on site and they do not arrive until 0800 and must leave at their scheduled times.

4. The Library staff do not "bump" or cancel room reservations for other organizations. If someone already has the time you want, you will need to find a different time. Likewise, we will not "bump" you for someone else.
5. If you need the room on a regular basis (weekly, monthly, or for a series of meetings), please submit your request with the complete information **in writing** so that we can try to accommodate you.
6. The entrance that leads to the conference room is on the North side of the building; it is the second door with the glass window. If this door is locked when you arrive, come to the staff door – the **third** door on the north side of the building behind the picnic table – and walk in. If this door is locked, call 294-5276. If it is not yet 0800 and you have not made special arrangements to get in early, you will have to wait for library personnel to arrive and let you in.
7. Please inform your attendees that they need to park in the lot in front of the Library. Prohibited:
 - in the Vet Clinic parking lot to the north of the building
 - in the "Alert" parking spaces by the light pole nearest the bank
 - in the handicapped parking spaces, either in the main parking lot or in the Vet Clinic parking lot, unless they have a sticker
 - under the bank's drive-up overhangSecurity Forces **will** tow their cars.
8. Food and drink may be brought into the conference room and classroom – unless library computers are being used – however, you are responsible for clean-up. Leaving a mess for the Library staff to clean up may be grounds for denial of future service.
9. **DO NOT MOVE THE TABLES.** If the current configuration is not what you need, tell the Library staff and they will help you. These tables are heavy and the legs are not necessarily secure if not settled properly. Your safety is at risk. Also, please return chairs and other furniture to their original locations.
10. There is a base telephone in the conference room that is available for attendees to use. Please give home offices and spouses this number if they need to contact attendees: 402-294-7336. There is also a base phone in the lobby.

If you have additional questions or need special arrangements, please call the Library staff at 294-5276.

Thomas S. Power Library, Rebecca Sims, Director
55 SVS/SVMG
510 Custer Dr., Bldg 73
Offutt AFB, NE 68113
402-294-5276, DSN: 271-5276

Hours:
Mon-Thurs: 1000-1930
Fri: 1000-1700, Sat: 1000-1600
Sun: 1200-1600
Operated by United Tribes Technical College